



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.16

Subject: Reimbursements for Employee Expenses

Supersedes: DCS 3.16, 12/31/99

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 12/31/1999

Revision date: 07/01/2001

Application

To All Department Of Children's Services Employees.

Authority: TCA 37-5-106

Policy

The Department of Children's Services employees shall use the travel reimbursement procedures set forth by the Department of Finance and Administration in the *State of Tennessee Comprehensive Travel Regulations*.

Procedures

A. Allowable reimbursements

1. Travel expenses

Employees may request reimbursement for travel expenses as allowed by the *State of Tennessee Comprehensive Travel Regulations*.

2. Phone calls made during travel

To be reimbursed for local telephone or long distance telephone calls while on state business for staff that is not assigned a state calling card or cellular phone, employees must include on the reimbursement form:

- ◆ The name of the person to whom the phone call was placed,
- ◆ The purpose and explanation of the phone call, and
- ◆ Must submit a copy of the long distance telephone billing

attached to the reimbursement form.

3. Exceptions

Transportation officers and employees buying lunches for children/youth when transporting children/youth shall be reimbursed for lunches purchased. A receipt for the lunch purchased must be obtained and attached to the reimbursement form.

B. Process for requesting reimbursement

1. Form

To receive reimbursement for travel expenses, employees must complete form FA-0080, *State Of Tennessee Claim for Travel Expenses*.

2. Procedures

- a) The employee must submit form FA-0080, *State Of Tennessee Claim for Travel Expenses* to their supervisor for approval. The form must be completed in ink and signed with an original signature. Claims completed using the automated travel claim program only need the approval signatures signed in ink.
- b) After the employee and supervisor sign the travel claim, travel claims must be submitted in the following manner:
 - ◆ Central Office employees shall submit their travel claims directly to the central office fiscal and administrative services payable section.
 - ◆ DCS community residential facilities shall submit their claims directly to the director of DCS community residential facilities. The director of DCS community residential facilities will review, approve and submit the travel claim to the central office fiscal and administrative services payable section.
 - ◆ Youth development centers and Tennessee Preparatory School shall submit their claims to their business offices for processing.
 - ◆ Travel claims for regional offices shall be sent to the regional account clerk for review before sending them to the central office fiscal and administrative services for processing. After reviewing and auditing the claim for correct information, the account clerk shall submit the travel claim to the central office fiscal and administrative services payable section for processing.

3. Reimbursement Expense Claim Form

- a) The reimbursement expense claim form, FA-0081, may be used to request reimbursement for expenses incurred when overnight travel was not involved.
- b) The form may be used for reimbursement for a child's lunch, refreshments purchased for meetings, and work related long distance calls.

4. Deadlines

- a) The employee must submit the request for reimbursement for travel to fiscal and administrative services as soon as possible after travel is completed but not later than 30 days.
- b) Regional staff may submit travel claims on a predetermined schedule as provided by fiscal and administrative services. Travel claims submitted must not be for more than a 30-day period.

C. Travel Authority

- 1. To receive temporary advances to pay for registration fees for in- or out-of-state travel and to obtain approval to travel out of state, employees must complete form FA-0633, *Request For Out Of State Travel Authority And Out-Service Training*.

2. Procedures

- a) Employees must prepare form FA-0633, *Request For Out-Of-State Travel Authority And Out-Service Training*.
- b) Employees must submit:
 - ◆ The entire out-of-state travel authority and out-service form (all four copies),
 - ◆ A brochure from the conference/seminar to be attended,
 - ◆ Any applicable justification letter, through local approver, to their appropriate assistant commissioner within the employees division, at least thirty days in advance of the intended travel.
- c) The assistant commissioner must forward all requests to the central office fiscal and administrative services division to be logged and to attach a routing slip.
- d) The central office fiscal and administrative services division will route the travel request and supporting documentation with the routing slip to the budget section for budget approval.
- e) Budget will submit the travel request to the training section for approval for training.

- f) The training division shall submit the travel request to the assistant commissioner of fiscal and administrative services to sign for the agency head.
- g) The assistant commissioner of fiscal and administrative services shall route the approved travel request with the routing slip and supporting documentation to the central office fiscal and administrative services, accounts payable section for processing.
- h) The central office fiscal and administrative services payable section will route the approved travel request with the supporting documentation to the Department of Finance and Administration Budget Section and/or to the Department of Personnel whichever is applicable.
- i) When approval is received from the Department of Finance and Administration Budget or Department of Personnel by the fiscal office payable section, a voucher register will be prepared and sent to Department of Finance and Administration Budget for processing.

3. A temporary travel advance may be issued:

- a) To new employees who have made application for but have not received a credit card for travel expenses.
- b) To employees who travel only once or twice a year, or under conditions deemed necessary by the Commissioner of Finance and Administration.

D. Credit cards for travel expenses

- 4. Credit cards are issued only in accordance with procedures set forth in the state of Tennessee travel regulations.
- 5. Each youth development center/DCS community residential facility/regional Office/central office division must submit a letter to the director of fiscal and administrative services to request a credit card for employees who qualify.
- 6. The letter must contain the information listed below in order to apply for a credit card,
 - a) Employee name
 - b) Social Security Number
 - c) Allotment Code
 - d) Home Address
 - e) Home Phone
 - f) Work Phone
 - g) Date Of Birth
- 7. The director of fiscal and administrative services or designee must forward the information to the Department of

Finance and Administration with a letter requesting that a credit card for travel expenses be issued.

5. For any employee that receives a credit card to use for travel expenses and subsequently leaves employment with Department of Children's Services, the supervisor of the employee must obtain the card, cut it in half and forward to the director of fiscal and administrative services for cancellation.

E. Personal vehicles

1. Use allowed

- a) Department head authorization is required for the use of personally owned automobiles in the daily performances of duties.
- b) Staff in each region may use their personal vehicles in the daily performance of their duties.
- c) Personal vehicles may be used for trips of short duration in state with the approval of the director of the individual unit.

2. Reimbursement regulations

Any employee who uses a personal vehicle to conduct official business may claim reimbursement in accordance with the *State of Tennessee Comprehensive Travel Regulations*.

3. Insurance of personal vehicles

All State of Tennessee employees are responsible for his/her insurance coverage when using personal vehicles for official state business.

Forms

FA-0633	Request For Out-Of-State Travel Authority And Out-Service Training
FA-0080	State Of Tennessee Claim For Travel Expenses
FA-0081	Reimbursement Expense

Collateral Documents

State of Tennessee Comprehensive Travel Regulations

Standards

3-JTS-1C-20